



PROBATION AND PAROLE BUREAU STANDARD OPERATING PROCEDURES

Procedure No.: P&P 90-2	Subject: INCIDENT REPORTING
Chapter 90: GENERAL REPORTS AND CORRESPONDENCE	Page 1 of 5
Signature: /s/ Ron Alsbury	Revision Date: 09/04/01 02/15/06
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I. BUREAU DIRECTIVE: Probation and Parole Bureau employees will follow established procedures when reporting incidents that may jeopardize the safety and security of the Bureau and its programs, or the safety of the community at large. Incidents are reported in a timely fashion to the Helena Office Duty Officer.

II. AUTHORITY:

2-15-112, MCA

53-1-203, MCA.

DOC 1.1.6

DOC Policies 3.7.1 through 3.7.26

Duties and Powers of Department Heads

Power and Duties of Department of Corrections

Incident Reporting & Duty Officer System

Emergency Responses

III. DEFINITIONS:

Bureau Administrator means Community Corrections Division Administrator, Probation and Parole Bureau Chief, Regional Administrators and Probation and Parole Officer II's.

Central Office – The Helena office of the Department of Corrections (DOC).

Central Duty Officer – A Central Office staff person assigned by the Department Director to be available for Priority I incident notifications.

MSP Command Post – The location at Montana State Prison where all DOC prisons and facilities, including contracted facilities, prerelease centers, and youth correctional and placement facilities, report all Priority I incidents.

Professional Standards Unit – The Professional Standards Unit replaces the Quality Assurance Unit located at the Department's central office.

Designee – The position responsible for a specific action or program will also apply to that person's designee.

IV. PROCEDURES:

A. Incident Reporting

1. All Priority I incidents taking place within the Bureau, including but not limited to acts of violence, escape or attempted escape, hostage-taking, duty-related death or serious injury of a staff member, or other major disruptions will be reported to the MSP Command Post.

2. Reporting Requirements

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- a) It is the responsibility of the Bureau Administrator or designee to immediately notify the Montana State Prison Command Post of Priority I incidents @ (406) 846-1320, ext. 2250. (See P&P 150-10 ISP Offender Escapes for specific procedures relative to ISP escapes). *P&P 150-10 (A) ISP Escape Information Report* (if applicable), incident report (if applicable) and/or the *P&P 150-10 (B) Escapee Wanted* (if applicable) shall be faxed to the Investigative Unit, located at Montana State Prison at **(406) 846-2951** and to the P&P Bureau Chief @ (406) 444-7909.
- b) Initial written reports for all Priority I incidents will be faxed to the the Investigative Unit, located at Montana State Prison at (406) 846-2951 and to the P&P Bureau Chief @ (406) 444-7909, as soon as possible and in all cases, no later than eight hours after the incident. The supervisor is responsible to review all reports for accuracy, completeness and clarity before signing the report and will return any insufficient reports to the reporting employee with instructions and guidance on correcting the reports.
- c) Once the supervisor has signed the report, the report will be forwarded to the P&P Bureau Chief.
- d) For reporting purposes, incidents will be organized into levels of seriousness, Priority I and Priority II. These levels are defined below as:

Priority I Incidents

Priority I incidents include but are not limited to the following:

- service-related death of an offender, employee, volunteer, or visitor;
- extensive property damage resulting from fire, man-made or natural disaster, or offender actions;
- actual, suspected, or attempted hostage action;
- sexual assault involving a staff member;
- assaults involving staff where a weapon was involved or which required hospitalization;
- riot/disturbance;
- escapes or serious escape attempts from ISP; (See P&P 150-10 ISP Inmate Escapes)
- escape from a community-based program operated or contracted by the Department;
- actual or suspected sabotage resulting in major property damage or prolonged disruption of operations, such as suspected arson, cut power or telephone lines, or inoperative heating/cooling/ventilation plant;
- any occurrence the Bureau Administrator believes may result in an unusual level of public attention;
- power outages which have the potential to jeopardize the safety and security of the work area;
- discharge of a firearm by any Department employee in the line of duty (other than for training purposes);

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- any violent act committed by a person visiting or working in an office, including any act committed by staff that may result in criminal charges;
- suicides or serious suicide attempts;
- reported or suspected illness from highly contagious diseases; or
- labor strike/job action.

Priority II Incidents

All other incidents will be categorized as Priority II. Unless Bureau specific procedures require otherwise, Priority II incidents will be reported through typical reporting channels. Phone notification to the MSP Command Post is not required. If an employee is in doubt concerning whether an incident should be reported, the employee should use caution and report the incident. Priority II incidents include but are not limited to the following:

- suspected or reported offender abuse;
- use of restraints or physical force by staff in the performance of their duties in other than routine offender movement;
- accidental discharge of a firearm;
- self mutilation;
- possession by an offender of serious contraband;
- physical confrontations between staff;
- physical altercations between offenders; or
- injuries that do not require emergency room care.

3. Incident Report Documentation

The Bureau and its programs shall establish a method of documenting Priority I and II incidents as follows:

- establish a permanent log indicating the nature of the incident, and
- maintain copies of all incident reports in a secure central filing system.

4. Reporting Format

All Bureau personnel will utilize *P&P 90-2 (A) Incident Report Form* for all Priority I and II incidents.

B. Procedures for Escapes from Community Corrections Programs (WATCh, Prerelease, Connections Corrections, etc.) - (Prerelease Liaison Guide)

1. On all offenders, PRC will contact the Montana State Prison Command Post @ 846-1320 ext. 2550, to report the escape and fax a copy of the Escape Information Report, Incident Report, and Escapee Wanted Form (if electronic photo available) to the Investigative Unit ((406) 846-2951) located at Montana State Prison.
2. PRC will notify the local law enforcement agency.
3. Contact the local Regional Administrator or POII to obtain *P&P 100-2 (A) Warrant to Arrest Parolee/Inmate/Conditional Release Offender* or use a pre-signed warrant if appropriate.

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4. Fax the Escape Information Report, Incident Report and Escapee Wanted form to the DOC Prerelease Unit Manager @ (406) 444-7909. Reports should be thorough and should contain all applicable circumstances surrounding the escape, including: who, what, where, when and why (if known).
5. Should a **female** escape occur after 5:00 p.m. during a weekday, or over the weekend, contact the DOC Interstate Compact Supervisor @ (406) 439-3391. If no answer, leave a message which includes all basic escape information. The interstate unit will enter female NCIC warrants to ensure nationwide notification.

C. Central Duty Officer System

1. The Department Director will appoint a Central Office exempt employee, known as the duty officer, to be available in times of crisis for consultation and notification during unusual management situations. In the event the designated duty officer is absent, other exempt staff in the central office will be assigned as the duty officer.
2. All DOC contracted facilities, prerelease centers, and Probation & Parole will report all Priority I incidents to the Command Post located at the Montana State Prison.
3. *In case the notification communication system should fail*, the MSP Command Post will notify the central duty officer so that the Department Director, central office administrators, and designated elected officials, as determined by the notification roster at MSP Command Post, are notified. The Professional Standards Unit will provide the MSP Command Post with the necessary contact numbers.
4. The central duty officer will notify central office administrators who may be instrumental in the emergency operations center (EOC) located at the central office or other designated EOC locations.
5. In case of major emergencies, the central duty officer, at the request of the facility or program initial incident commander, has the authority to mobilize any and all Department resources.
6. Facility administrators have the authority to make on-site emergency assignments and decisions independent of the central duty officer system.

D. Local Facility or Program Duty Officer

1. The facility administrator may identify staff to serve as a facility or program duty officer. The duties and responsibilities of the duty officer will be established at the local level in accordance with *DOC Policies 3.7.1 through 3.7.26, Emergency Responses*.
2. The facility shift supervisor, or designee, must immediately notify the facility administrator of all Priority I incidents (see above list) and the MSP Command Post at: 406-846-6059.
3. All other incidents will be prioritized as Priority II (see above list). Unless site-specific policies and procedures require otherwise, Priority II incidents will be reported through

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typical reporting channels. Phone notification to the MSP Command Post is not required; however, if an employee is in doubt about whether an incident should be reported to the Command Post, he or she will use caution and report the incident.

- V. **CLOSING:** Questions concerning this procedure shall be directed to the Probation and Parole Bureau Chief or Regional Administrator.

Form

P&P 90-2 (A) Incident Report Form

P&P 100-2 (A) Warrant to Arrest Parolee/Inmate/Conditional Release Offender